

August 8, 2005

Dear Parents, It is indeed a pleasure to have your child in our class. To start off the year right, we are sending you this Parent Survival Handbook that has been assembled to help you understand our homework requirements in conjunction with other vital information that will enable us to make this a very positive and rewarding year. We feel as though open lines of communication between the parent, student, and teacher are the key to promoting an educational climate that is conducive to learning. We are looking forward to working with you and your child. Together we can make a difference! You can help by sending us well-rested children with full tummies and a hug and a kiss still fresh on their minds. This sets the stage for a lovely day. Please feel free to contact us at any time if there is a question or situation you would like to discuss. You will receive additional communication throughout the school year. We look forward to building a relationship with you and your child and thus providing the best education that we are capable of giving.Sincerely,Mandy Gregory

|  |  |
| --- | --- |
| appleiconMs. Gregory’s Class Scheduleappleicon 8:20-8:50 Students Arrive/Announcements  9:00-9:10 Go over morning work/Read aloud  9:10-10:00 Specials  10:05-11:05 Reading  11:05-11:45 Writing  11:45-12:00 Grammar/ Spelling  12:00-12:10 Bathroom Break  12:10-12:40 Lunch  12:40-1:00 Recess  1:00-1:05 Switch to Mrs. X’s room  1:05-2:05 Math  2:05-2:35 Science  2:35-3:00 Social Studies  3:00-3:05 Switch back to homeroom  3:05-3:15 Pack up | appleiconMrs. X’s Class Scheduleappleicon 8:20-8:50 Students Arrive/ Announcements  9:00- 9:10 Team Time Goals  9:10-10:00 Specials  10:05-11:05 Math  11:05-11:35 Science  11:35-12:05 Social Studies  12:08-12:38 Lunch  12:40-1:00 Recess  1:00-1:05 Switch to Mrs. Gregory’s room  1:05- 2:05 Reading  2:05- 2:45 Writing  2:45-3:00 Grammar/Spelling  3:00-3:05 Switch back to homeroom  3:05-3:15 Pack up |

pencil boarder

Your child will have several assignments during the school day for which he or she is responsible. ***Due to uncertain circumstances, if your child for any reason is unable to complete an assignment, this will automatically become homework to be completed at home and returned to school the following day. It is the student’s responsibility to return work to the appropriate area WITHOUT any reminders. Work not returned may result in a zero.*** Project due dates will be posted and will be written down in agendas. Students are expected to adhere to these due dates as well. Please talk to your child about the importance of completing assignments.

**Reading**

Our reading program incorporates many different components. Students will be participating in Guided Reading Groups, Whole Group Instruction and Independent Reading. Students may have the opportunity to participate in Literature Circles (group discussion about a common book) and a Lunch Bunch. Lunch Bunch will be an optional activity in which students will choose to join a book discussion club during their lunch break. Lunch Bunch will only occur occasionally and will always be announced to the students and written in agendas if they wish to participate.

**Independent Reading**

Students will be accountable for silent reading. Students will have time in class to read at the beginning of each reading class and when not in guided reading groups.

**Writing**

Students may sometimes be asked to bring home the Writing Notebook to make observations and jot down ideas. Students may take home the Writing Notebook, at any time, if they choose. Students will be expected to complete final drafts by a posted due date (written in the agenda). Students should have plenty of time to complete the final draft in class. Students needing more time will be expected to finish at home.

**Science**

Science will involve many hands-on experiences to help the students grasp some abstract concepts. We will also use technology to expand our learning. If you would like to volunteer in our classrooms, this subject would provide some great opportunities.

**Math**

Our math series is focused on problem solving as well as calculating answers. To enhance problem-solving skills, we will be doing a good deal of journal writing. Being able to explain your thinking in writing is a higher-level skill and shows deeper understanding. This may be different from past math classes and we will be helping your child to grow in this area. (Multiplication tables are still important- keep practicing!!)

**Spelling**

Gwinnett County has asked us to use a spelling program that is different than the traditional “word list.” We will be giving an in-depth explanation of this research-based system at the PTA Open House on August 25 at 7:00pm. We hope you will be able to attend.

**Homework**

Students will be assigned homework. Please check your child’s agenda nightly to make sure all assignments are completed.

* **Students will be expected to read 15 minutes every night. IT IS A SCHOOL RULE THAT STUDENTS READ ONE HOUR A WEEK AT HOME.**
* If students do not complete daily work (reading or math assignments, etc.), they will be expected to finish these assignments as well as assigned homework.
* Students will also be completing at HOME projects for Social Studies with some units. These projects should be completed independently.

**\*\* Elementary School Guidelines for Grading**

\*\* Elementary School\*\*\* teachers are provided with the following guidelines for grading student work.

|  |  |
| --- | --- |
| A | This is reserved for excellence, a step above everyone else. The student performs well above average. Works hard and work is always complete. |
| B | Consistently strong performance. Work is completed. |
| C | Average. Learns new concepts through many repetitions. Student completes work. |
| D | The student is working below grade level. Student performance is one year (or less than one year) below grade level. |
| U | The student is working more than one year below grade level. Student work is usually incomplete or not turned in at all. |

pencil boarder

In order to provide our students with the excellent educational climate they deserve, the students and I developed the following Discipline Plan that will be in effect at all times.

**Class Room Rules**

1. Respect yourself.
2. Respect others.

If a student chooses to not follow classroom procedures then they will be given a verbal warning. The teachers each will carry a clipboard with a behavior chart. If a student continues to not follow procedures then the teacher will check the appropriate box. The total number of checks for the week determines conduct grades sent home in Friday Folders. Students who do not receive any behavior OR work habit checks may be rewarded for hard work.

**Conduct Letters**

Conduct Letters are assigned as follows:

0 Checks = S+

1 Check= S

2-3 Checks= S-

4-5 Checks= N

6 or more Checks= U

In the event of a more serious offense such as blatant disrespect to a teacher, cursing, fighting, damaging school property, etc., ***the student will be sent to the administration for immediate action.***

All students are responsible for maintaining procedures and will be held accountable.

pencil boarder

**Room Parents**

We will be working with room parents this year. These parents will help organize parties, special projects and events, etc. All parents are important to us. No one will be left out. Room parents will be called upon during the year to help with various activities. Occasionally you will receive a note or a call from us for help! The class parties will include a winter holiday and a Valentine’s Day party. We would like to thank each of you in advance for your help this year.

**Birthdays**

A school-wide policy has been adopted regarding birthday treats. Please only send in **precut** or **individually packaged treats**, and please deliver them to the office. They will be distributed to the class during lunch in the cafeteria. This will help to avoid disruptions during instructional time.

**Fast Food**

Please feel free to come and have lunch with your child. However, the school asks that parents do not bring ANY fast food into the cafeteria.

**Snacks**

Each class has a snack time included in the schedule. Please make sure that this is a nutritious snack. Please do not send canned drinks or any items that are overly messy.

**Conferences**

If you would like to schedule a conference, please send a note with your child or an e-mail. We will try to coordinate a time that is convenient for everyone involved.

--------------------------------------------------------------------------------------

I have read the Parent Survival Handbook and discussed the necessary content with my child.

Parent/ Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and discussed the discipline procedures with my child. Please sign and return to school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Child Signature